



Driving Indiana's Economic Growth

Architectural and Engineering Firm Selection Process for LPAs

QBS Regulations & Policies

- Title 40 USC, Chapter 10, Subchapter VI
"Brooks Act"
- Title 49 USC, Subtitle A, Part 18, Subpart C, Section 18.36 –
"Uniform Administration Requirements for Grants and
Cooperative Agreements to State and Local Governments"
"Common Rule"
- Title 23, Chapter 1, Subchapter 1, Section 112 **"Letting of
Contracts"**
- 23 CFR Part 172 – **"Administration of Engineering and
Design Related Services Contracts"** (Revised 06/12/02)
- FHWA Revised Guidance, Issued on 10/23/02.



QBS – Applicability

- Applies to Design Work that is Federally funded or State/Local funded as Match for Federal funds as follows:
 - Program Management
 - Construction Management
 - Feasibility Studies
 - Preliminary Engineering
 - Design
 - Engineering
 - Surveying
 - Mapping
 - Architectural Related Services



QBS – INDOT Responsibilities

- INDOT must develop Written Procedures that will be reviewed and approved by FHWA
- INDOT shall **ENSURE** that sub-recipients comply with **ALL** Federal Requirements
 - SAFETEA-LU Section 1904 makes INDOT responsible for Ensuring that:
 - LPA's have adequate Project Delivery Systems for projects
 - LPA's have sufficient Accounting Controls to properly manage Federal Funds
- INDOT may require LPA's to follow the approved INDOT procedures or allow LPA's to develop written procedures, however, INDOT must review and approve LPA procedures, monitor and ensure compliance, including rescinding funds if necessary



QBS – Required Elements

- Written Procedures must Include:
 - How the project Scope of Work is developed
 - How the Evaluation Factors are developed
 - How costs for services are estimated
 - Ensure that a public advertisement occurs that ensures that In-State and Out-of-State consultants are given fair opportunity to compete
 - Ensure that proposals are evaluated and Ranked in order of priority (1,2,3)



QBS – Required Elements

- Ensure that an audit from another Cognizant Agency is accepted (Federal or State Agency), or one is conducted
- Ensure that negotiations commence with the highest qualified firm in an attempt to reach an agreed upon fair and reasonable price
- Ensure that if the Agency is unable to reach agreement, negotiations with #1 firm will be terminated and negotiations will commence with the #2 firms, etc.



QBS – Required Elements

- Ensure that the consultant's work is monitored and evaluated when the work is completed
- Ensure that the Disadvantaged Business Enterprise (DBE) program provisions are applied to INDOT & LPA Contracts
- Ensure that preferences are not included, such as:
 - In-State preferences (Buy-Indiana)
 - Locality preferences
 - Indiana M/WBE Programs
- Ensure that costs are not allowed as a criterion during the evaluation phase of the selection process



QBS – When Required?

- Federal Funds to be used as reimbursement for PE, R/W, CE
- 100% local funds for PE and/or R/W services to be used as credit
- Not required if PE, R/W or CE 100% local funds (even if FHWA funds in CN)



INDOT Prequalification

- Legal & financial prequalification required for all consultants and subconsultants
 - Registered with Sec'y of State
 - Verification of Liability Insurance
 - Acceptable / auditable accounting system
- Technical prequalification required for 47 defined work categories
 - <http://www.in.gov/dot/div/contract/pubs/part3.pdf>



INDOT Prequalification Info

- Doing Business with INDOT – Consultants
 - <http://www.in.gov/dot/business/consultants/index.html>
 - Prequalification requirements
 - Prequalified firms list

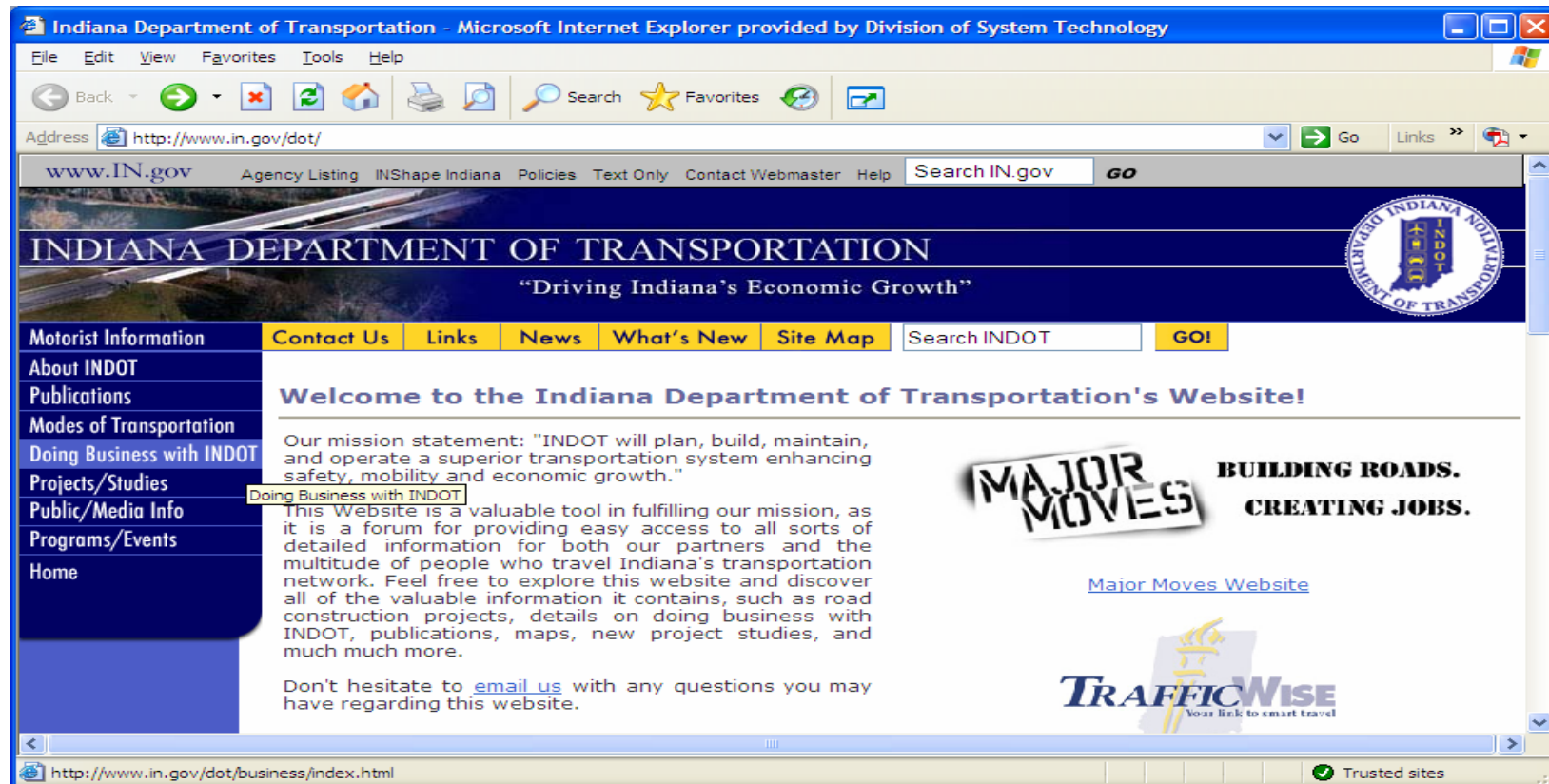


What is a DBE?

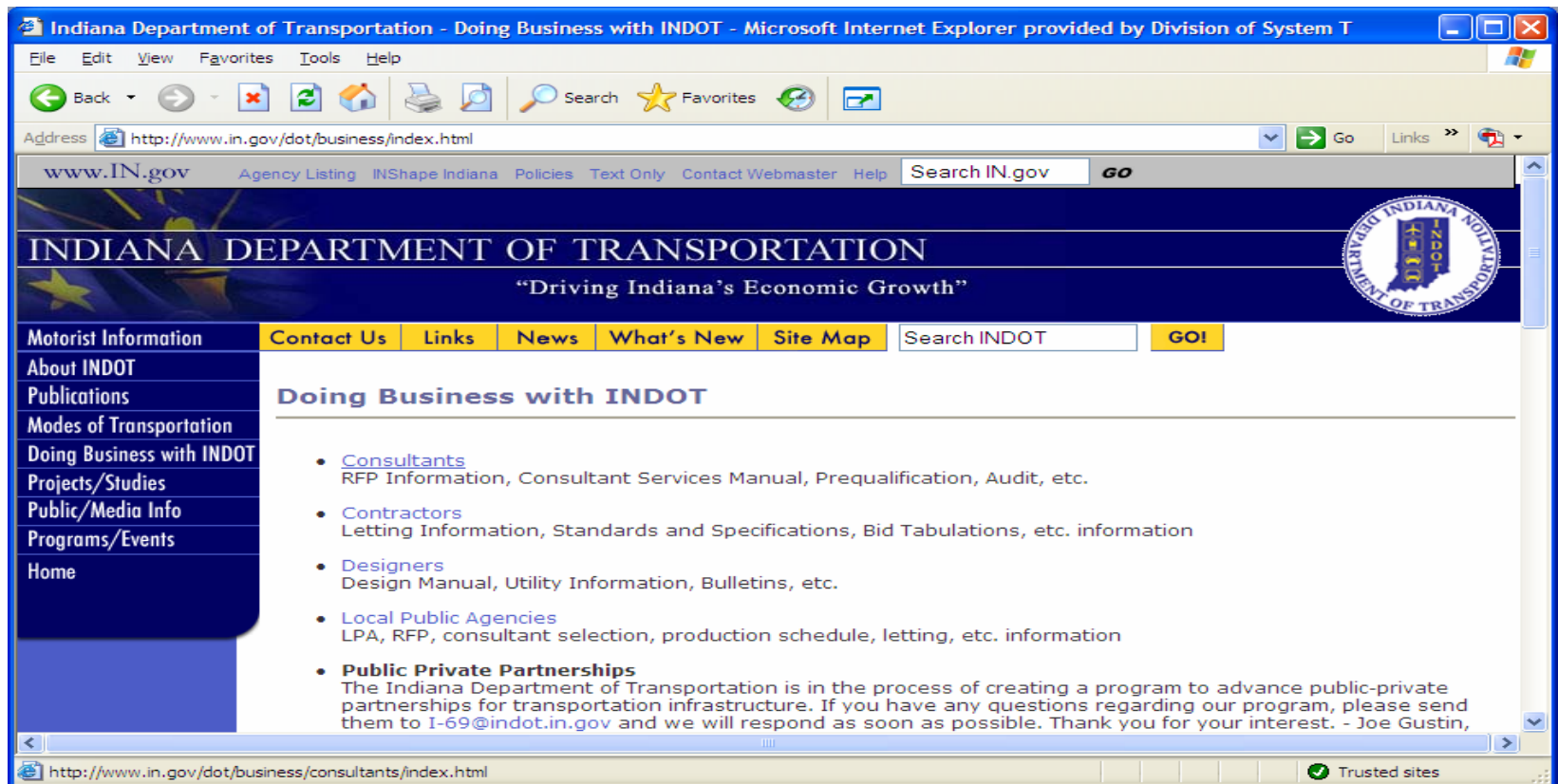
- Disadvantaged Business Enterprise
 - Federal Program, 49 CFR Part 26
- Firms owned by socially and economically disadvantaged individuals
- Indiana's program administered by INDOT's Economic Opportunity Division



Finding LPA Resource Info



Finding LPA Resource Info



The screenshot shows a Microsoft Internet Explorer browser window displaying the Indiana Department of Transportation (INDOT) website. The address bar shows the URL <http://www.in.gov/dot/business/index.html>. The website header includes the text "INDIANA DEPARTMENT OF TRANSPORTATION" and the tagline "Driving Indiana's Economic Growth". A navigation menu on the left lists various sections, including "Motorist Information", "About INDOT", "Publications", "Modes of Transportation", "Doing Business with INDOT", "Projects/Studies", "Public/Media Info", "Programs/Events", and "Home". The "Doing Business with INDOT" section is highlighted, and a sub-menu lists "Contact Us", "Links", "News", "What's New", and "Site Map". The main content area, titled "Doing Business with INDOT", lists several resource categories: "Consultants", "Contractors", "Designers", "Local Public Agencies", and "Public Private Partnerships". The "Public Private Partnerships" section includes a paragraph about the department's program to advance public-private partnerships for transportation infrastructure, with contact information for Joe Gustin at I-69@indot.in.gov. The browser's status bar at the bottom shows the URL <http://www.in.gov/dot/business/consultants/index.html> and a "Trusted sites" icon.

Indiana Department of Transportation - Doing Business with INDOT - Microsoft Internet Explorer provided by Division of System T

File Edit View Favorites Tools Help

Back Forward Stop Home Print Search Favorites Refresh

Address <http://www.in.gov/dot/business/index.html> Go Links

www.IN.gov Agency Listing INShape Indiana Policies Text Only Contact Webmaster Help Search IN.gov GO

INDIANA DEPARTMENT OF TRANSPORTATION
"Driving Indiana's Economic Growth"

Motorist Information Contact Us Links News What's New Site Map Search INDOT GO!

About INDOT
Publications
Modes of Transportation
Doing Business with INDOT
Projects/Studies
Public/Media Info
Programs/Events
Home

Doing Business with INDOT

- [Consultants](#)
RFP Information, Consultant Services Manual, Prequalification, Audit, etc.
- [Contractors](#)
Letting Information, Standards and Specifications, Bid Tabulations, etc. information
- [Designers](#)
Design Manual, Utility Information, Bulletins, etc.
- [Local Public Agencies](#)
LPA, RFP, consultant selection, production schedule, letting, etc. information
- **Public Private Partnerships**
The Indiana Department of Transportation is in the process of creating a program to advance public-private partnerships for transportation infrastructure. If you have any questions regarding our program, please send them to I-69@indot.in.gov and we will respond as soon as possible. Thank you for your interest. - Joe Gustin,

<http://www.in.gov/dot/business/consultants/index.html> Trusted sites



Local Public Agencies Webpage

- **Information**
- Local Program Agency Project List
 - [Local Federal Aid Projects by County June 6, 2007](#) *
 - [Local Federal Aid Projects by County June 6, 2007](#) (printable-by-county version)
- [Local Public Assistance PDP](#) *
- [Funding Information](#)
- [Local Public Agency Planning](#)
- [Local Public Agency Project Development](#)
- [Consultant Selection, LPA RFP](#)
- [Force Account \(Local Forces\) Information](#)
- [Local Public Agency Contract Information](#)



LPA Consultant Selection

- **Consultant Selection**
- [LPA RFP's Currently Advertised](#)
- [LPA RFP's Archive](#)
- [Architectural and Engineering Firm Selection Process for Local Public Agencies](#) (effective March 30, 2007)
 - [Approval Letter from FHWA](#) dated March 30, 2007
- [Request for Proposal Template](#) (RFP Template) (Updated June 28, 2007)
- [LPA Consultant Selection Rating Sheet](#)
- [LPA Consultant Selection Scoring Tabulation Sheet](#)
- [LPA Consultant Selection Scoring Tabulation Sheet](#) (optional form totaling by rank)
- [RFP PowerPoint Presentation](#)
- [DBE Information](#) *
 - DBE Contact Information: mkenley@indot.in.gov



Advertisement

- Template on LPA Selection webpage
- Project description and scope
- Qualification requirements
 - If INDOT prequalification not specified consultant financial review may be req'd
- Selection Criteria



Advertisement, cont'd

- Due Date
- Point of Contact
- DBE Goal
 - Economic Opportunity Division must be contacted to set goals
- Posting of advertisement



Evaluation and Ranking

- Evaluation must be done using advertised scoring forms
 - Excel template on webpage
- Typically 3 to 5 Scorers
- Performance data available from INDOT
- Scores tabulated and ranked
 - Excel tabulation templates on webpage



Verification of Procedure Compliance

- LPA documentation to INDOT for approval
 - Scoring and ranking documentation
 - Consultant DBE affirmative action certification
- INDOT verifies QBS ranking procedure followed and DBE requirements met



Selection Evaluation Form

Selection Rating for RFP: _____

Consultant Name: _____

Services Description: _____

Evaluation Criteria to be Rated by Scorers					
Category	Scoring Criteria	Scale	Score	Weight	Weighted Score
Past Performance	Performance evaluation score averages from historical performance data.				
	Quality score for similar work from performance database.			12	0
	Schedule score from performance database.			7	0
	Responsiveness score from performance database.			7	0
Capacity of Team to do Work	Evaluation of the team's personnel and equipment to perform the project on time.				
	Availability of more than adequate capacity that results in added value to INDOT.	1		20	0
	Adequate capacity to meet the schedule.	0			
	Insufficient available capacity to meet the schedule.	-1			
Team's Demonstrated Qualifications	Technical expertise: Unique Resources that yield a relevant added value or efficiency to the deliverable.				
	Demonstrated outstanding expertise and resources identified for req'd services for value added benefit.	2		15	0
	Demonstrated high level of expertise and resources identified for req'd services for value added benefit.	1			
	Expertise and resources at appropriate level.	0			
	Insufficient expertise and/or resources.	-3			
Project Manager	Predicted ability to manage the project, based on: experience in size, complexity, type, subs, documentation skills.				
	Demonstrated outstanding experience in similar type and complexity.	2		10	0
	Demonstrated high level of experience in similar type and complexity.	1			
	Experience in similar type and complexity shown in resume.	0			
	Experience in different type or lower complexity.	-1			
	Insufficient experience.	-3			
Approach to Project	Project Understanding and Innovation that provides cost and/or time savings.				
	High level of understanding and viable innovative ideas proposed.	2		15	0
	High level of understanding of the project.	1			
	Basic understanding of the project.	0			
	Lack of project understanding.	-3			
Location	Location of assigned staff office relative to project.				
	Within 50 mi.	1		5*	0
	51 to 150 mi.	0			
	151 to 500 mi.	-1			
	Greater than 500 mi.	-2			
Weighted Sub-Total					0

The scores assigned above represent my best judgement of the consultant's abilities for the rating categories. Signed: _____

Title: _____

Date: _____

*If a custom form is to be used the location score component may be no more than 5% of the total range of possible scores.



Selection Tabulation Form

RFP Scoring Tabulation for RFP:

07-01

Item No.: 1

Item Title: SR 29 Road Reconstruction

No. of Firms Recommended to be selected

1

#	Paste Here Consultant Names	Paste Here Name 1	Rank	Paste Here Name 2	Rank	Paste Here Name 3	Rank	Paste Here Name 4	Rank	Paste Here Name 5	Rank	Rank Scores Total	Ranking
1	A Engineers, Inc.	80	1	70	2	80	1	80	1			5	1
2	E Architects & Engineers, Inc.	80	1	70	2	60	2	70	2			7	2
3	C and Associates, Inc.	70	3	80	1	60	2	60	3			9	3
4	B Consultants, Inc.	40	4	40	5	50	4	30	4			17	4
5	D Consulting Engineers, Inc.	30	5	50	4	40	5	30	4			18	5
6													
7													
8													
9													
10													

Scoring Team Leader Signature: _____

Title: _____

Date: _____

